

FF Special Retirement Coverage

Standard Position Description (SPD)# F 184

Certification of CSRS Primary (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Primary-Rigorous (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

(R) F-192

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. F184	
planation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Range/Forestry Technician*		GS		455/462		06	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Range/Forestry Technician*		GS		455/462		06	
								mlh 5/25/90	

16. Organizational Title of Position (if different from official title) Assistant Hotshot Crew Superintendent/Crew Leader		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment DEPARTMENT OF THE INTERIOR		c. Third Subdivision	
a. First Subdivision Bureau of Land Management		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. BARKOW Cn Fire & Aviation	
Signature	Date	Signature	Date
		(signed) L. BARKOW	JAN 18 1990

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action JULIET D. POWELL Personnel Management Specialist		22. Position Classification Standards Used in Classifying/Grading Position GS-455/462	
Signature	Date	Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Juliet D. Powell	11/21/90		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

Lead Range/Forestry Technician, GS-455/462-6
Assistant Hotshot Crew Superintendent
Position No. F184

INTRODUCTION

This position is located in a BLM fire suppression organization. The purpose of this position is to serve as an assistant to the Hotshot Crew Superintendent/Hotshot Crew Boss. The employee (1) assists the Superintendent in the administrative functions relating to the crew, and (2) in the absence of the Superintendent, supervises the crew. The primary purpose of the position is to serve as an alternate work supervisor working with the crew on fire suppression assignments and in the repair and maintenance of firefighting tools and equipment. Other duties relating to the fire program or other resource programs may be assigned during stand-by periods.

DUTIES

A. The primary purpose of this position is to serve as Assistant Hotshot Crew Superintendent for an organized crew of ten to twenty firefighters. Provides overall work direction for the crew as assigned. Analyzes fire conditions and determines attack methods. Directs the work and works with the crew in the utilization of a variety of specialized tools, equipment, and techniques while actively suppressing fires. Locates lines and directs line construction, backfire and burnout, hose layout and pumping, tree falling, and holding/patrol/mop-up operations.

As assigned, serves as Initial Attack Incident Commander. Determines probable cause of fires, protects fire origin, and completes fire reports. Recognizes need for and recommends changes in methods and procedures.

B. Functions in the positions for which qualified during prescribed burns. May serve during fire emergencies in other SOF or Incident Command System (ICS) positions for which trained and qualified.

C. Assists in directing the maintenance and repair of assigned vehicles, equipment and tools. Assists the crew in more difficult tasks. Ensures adequate supplies are available. Participates in fire readiness drills. Assists with crew training, especially in conducting on-the-job follow-up to formal training, crew readiness exercises, and tail-gate safety sessions. Receives specialized training under the ICS.

D. Spends from 10-20% of the time in administrative related activities such as timekeeping, requisition of supplies, and equipment use reports. As assigned, serves as Acting Crew Superintendent.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire suppression tactics, methods, and procedures relating to the use of aircraft and for helitack and engine crews in various types of fuels and under a variety of weather and terrain conditions.

Knowledge of fire behavior including causes of fire and the influence of wind, slope, topography, and fuel moisture on fire.

Knowledge of wildfire safety precautions is required, and must possess the ability to promote a safety conscious attitude.

Knowledge of the various wildfire agencies, their fire suppression policies, and their working organizations.

Skill in the use, maintenance, and field repairs for pumps, hoses, chain saws, and other power and hand tools to (1) operate and maintain equipment, and (2) train and supervise crewmembers in the operation and maintenance of equipment.

It has been determined that the employee in this upper level crew member position must have (1) prior line firefighting experience and training to perform the duties of the position, and (2) knowledge of organized crew duties and responsibilities. The training should include courses in fire behavior and in firefighting duties and responsibilities.

Knowledge of the administrative functions pertaining to the crew to assist with crewmember claims and to explain procedures (includes time reports, travel vouchers, and equipment use reports).

Must have the ability to serve as a work leader or as a work supervisor for short periods of time.

Must possess a valid state driver's license and have the ability to operate the type vehicles assigned.

Ability to communicate effectively with others in emergency situations in field locations.

Factor 2, Supervisory Controls

The employee receives assignments from the supervisor in terms of what is to be done and the resources available to accomplish the assignments. The employee serves as an Assistant Crew Supervisor often responsible for analyzing situations and anticipating the most effective use of the assigned crew in accomplishing a specific fire suppression objective. Additional assistance is available in larger, more complex fire situations and in coordinating work. Dependent upon the project, work is reviewed in progress or upon completion in terms of meeting objectives in a safe and efficient manner within the established guidelines.

Factor 3, Guidelines

Procedures for performing the firefighting duties have been established, were included in training sessions, and for some parts of the work are available in printed materials, e.g., equipment operation and maintenance guides. Due to the variety of situations encountered in working with various wildfire firefighting agencies and the widely varying equipment and tools used, the employee must select and adapt procedures to meet the specific emergency situations encountered. The supervisor or other fire control personnel are available for assistance in situations where routine methods and procedures are insufficient. The employee recognizes the need for and recommends changes to operating guidelines and procedures, recommends additional training or modifications to existing training, and other areas needing improvement.

Factor 4, Complexity

The work consists primarily of leading and working with crews on the fireline and in maintaining fire equipment and tools, but some administrative duties are also assigned. Firefighting assignments occur in a variety of wildfire entities with different internal firefighting policies and guidelines. Fires normally encountered in these positions vary in size, intensity and potential scope based upon the fuels and fire environmental situations at the specific location. The employee coordinates a number of activities. The actions taken vary with the capabilities of crew(s) and equipment, fuel types, fire weather conditions, and the resource values concerned.

Factor 5, Scope and Effect

The purpose of the position is to serve as work leader during firefighting and equipment maintenance and repair activities. The work performed by the crew contributes to the effectiveness of the firefighting organization in suppressing wild fires and protecting resource values. The firefighting decisions made also affect the safety and welfare of assigned crew members.

Factor 6, Personal Contacts

Personal contacts occur with firefighting personnel throughout the organization as well as other Federal, State and public wildland firefighting organizations.

Factor 7, Purpose of Contacts

Contacts occur not only to obtain information, clarify assignments and report information but also to plan, coordinate and advise on firefighting efforts in suppression assignments. Employee assists the supervisor in preparing for fire critiques to resolve problems encountered in previous suppression actions and to improve procedures.

Factor 8, Physical Demands

This firefighting position requires strenuous physical labor on a recurring basis. The employee must meet the established step test and arduous physical requirements for the position.

Factor 9, Work Environment

This position includes recurring field assignments with exposure to various terrain, weather, smoke and fire conditions. Special safety precautions and the use of safety equipment are required.